

This QuickStart Guide highlights the updated Conflict of Interest related procedures and new functions created by the implementation of the Kuali Coeus Conflict of Interest (KC COI).

All Investigators: Login to the UCI Zot!Portal, <https://portal.uci.edu>, with your UCInetID.

All Investigators: Complete your Annual Disclosure

Kuali Coeus Conflict of Interest

- [Create/Update Annual Disclosure](#)
- [Create New PHS Travel Disclosure](#)
- [NSF Disclosures to Complete](#)
- [Master Disclosure](#)
- [Conflict of Interest / Office of Research website](#)
Link to the Conflict of Interest webpage on the Office of Research website
- [KSAMS \(new Security Access Management System\) Request / Approve PI Assistant Role](#)

In the Kuali Coeus Conflict of Interest section of the Research tab, click "Create/Update Annual Disclosure."

Questionnaire

Annual Financial Disclosure (Incomplete)

Questions

1. Are you reporting a "new significant financial interest," excluding travel?
 • Select "No" if you are completing your first Annual Disclosure or completing one because your current Annual Disclosure is about to expire.
 • Select "Yes" if you are reporting a new significant financial interest (excluding travel).
 Note: Investigators on projects following Public Health Service (PHS) Regulations are required to disclose their sponsored and reimbursed travel. If applicable, submit your travel disclosure after completing this Annual Disclosure and clicking the "Create New PHS Travel Disclosure" link in the confirmation email you will receive.
 Yes No

2. Do you, your spouse/registered domestic partner, and/or dependent children have any of the following financial interests related to your institutional responsibilities? Click "More Information" for the definition of "Institutional Responsibilities."
 • Total income or payment of services received over the past 12 months and/or equity interest in a publicly traded entity exceeding \$5,000 when aggregated
 • Total income or payment of services received over the past 12 months from a non-publicly traded entity exceeding \$5,000
 • Any equity interest in a non-publicly traded entity
 • Total payments received over the past 12 months for any intellectual property rights and interests (e.g., patent, copyright, assigned or licensed to a party other than the Regents) exceeding \$5,000
 Yes No

Question 1- Only select "Yes" to report the acquisition or discovery of a new significant financial interest (excluding travel).

A "new SFI" includes:

- A different type of SFI (e.g., royalty payment versus income) from a previously disclosed source/entity; and
- A significant financial interest from a new source/entity (e.g., company A versus company B).

Answer both questions of the Annual Disclosure.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Certification

To satisfy the Public Health Service (PHS) and the National Science Foundation regulations, the Principal Investigator and all other Investigators who are responsible for the design, conduct, or reporting of projects subject to these regulations must disclose their personal SIGNIFICANT FINANCIAL INTERESTS - including, the significant financial interests of their spouse/registered domestic partner and dependent child(ren) - in any outside entity that **relates to their institutional responsibilities**.

Important - Carefully read the below certification statement before clicking "Submit"

By clicking "submit" below, I certify that I have used all reasonable diligence in preparing this complete and accurate disclosure of all my significant financial interests and those of my spouse/registered domestic partner and dependent child(ren) related to my institutional responsibilities.

If I am an Investigator submitting a proposal or on an active award subject to the PHS regulations, I also acknowledge that by clicking submit below, it is my responsibility to: (1) disclose within 30 days any new significant financial interests I acquire or discover and (2) disclose my sponsored and reimbursed travel in the PHS Travel Log in Zot!Portal.

Click "Submit" at the bottom of the page.

After you have successfully completed your Annual Disclosure, you will receive a confirmation email and be redirected to your Master Disclosure.

Note: PHS Investigators are required to submit their travel disclosures by clicking the "Create New PHS Travel Disclosure" link in their Annual Disclosure confirmation email.

All Investigators: Report a "New Significant Financial Interest" excluding travel

Questionnaire

Annual Financial Disclosure (Incomplete)

Questions

1. Are you reporting a "new significant financial interest," excluding travel? More Information...

- Select "No" if you are completing your first Annual Disclosure or completing one because your current Annual Disclosure is about to expire.
- Select "Yes" if you are reporting a new significant financial interest (excluding travel).

Note: Investigators on projects following Public Health Service (PHS) Regulations are required to disclose their sponsored and reimbursed travel. If applicable, submit your travel disclosure after completing this Annual Disclosure and clicking the "Create New PHS Travel Disclosure" link in the confirmation email you will receive.

Yes No

2. Do you, your spouse/registered domestic partner, and/or dependent children have any of the following financial interests related to your institutional responsibilities? Click "More Information" for the definition of "Institutional Responsibilities." More Information...

- Total income or payment of services received over the past 12 months and/or equity interest in a publicly traded entity exceeding \$5,000 when aggregated
- Total income or payment of services received over the past 12 months from a non-publicly traded entity exceeding \$5,000
- Any equity interest in a non-publicly traded entity
- Total payments received over the past 12 months for any intellectual property rights and interests (e.g., patent, copyright, assigned or licensed to a party other than the Regents) exceeding \$5,000

Yes No

If you acquired or discovered a new significant financial interest (excluding travel), repeat the above steps except check "Yes" for Question 1 in the Annual Disclosure.

Your response to Annual Disclosure Question 2 should be "Yes" since you are reporting a new SFI excluding travel.

The Conflict of Interest team will contact you if additional disclosure forms are required through email.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

PHS Investigators: Complete a PHS Travel Disclosure for each sponsored or reimbursed trip

Kuali Coeus Conflict of Interest

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In the Conflict of Interest section of the Research tab, click “Create New PHS Travel Disclosure.”

The screenshot shows a web form titled "New Event Disclosure" with the following fields: Event Type (dropdown menu), Destination/Location of Travel, Travel Sponsor, Estimated Value of Travel, Purpose of Travel, Start Date, and End Date. Below the fields are "add" and "reset" buttons. At the bottom of the form are "submit" and "close" buttons. Red arrows point to the "add" button and the "submit" button.

Complete required fields marked with an asterisk (*). Click “add.” Then click “submit.”

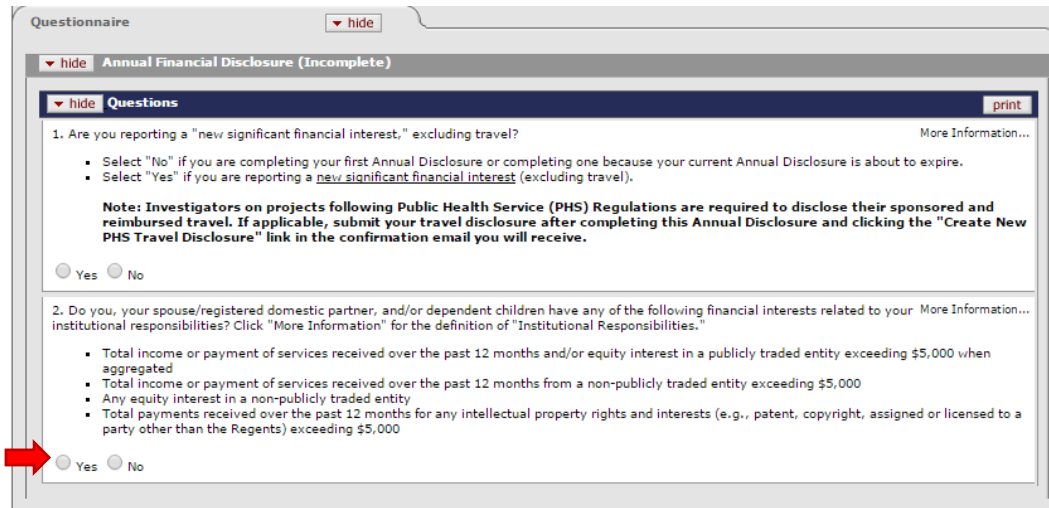
After you have successfully completed your Travel Disclosure, you will be redirected to your Master Disclosure.

Questions about...

- **KC COI?** Contact the eRA Support Team, era@research.uci.edu
- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

NSF Investigators with significant financial interests: Complete your NSF Disclosure

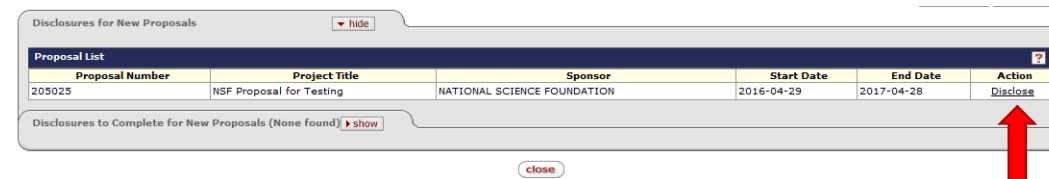
- Current Annual Disclosure required prior to completing NSF Disclosure- If your Annual Disclosure is incomplete or has expired, then you will receive an email to complete the Annual Disclosure.
- NSF Investigators without any significant financial interests (responded “No” to the second question of their Annual Disclosure) do not need to complete the NSF Disclosure.



If you disclosed positively in the Annual Disclosure (you responded “Yes” to the second question), then you will be notified to complete your NSF Disclosure when you are added to a NSF compliant proposal as an Investigator through email.



Alternatively, you can go to the Kuali Coeus Conflict of Interest section of the Research tab in Zot!Portal and click “NSF Disclosures to Complete” to find the link to your NSF Disclosure.



Find the proposal and click “Disclose.”

Questions about...

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- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu

Answer the one question and click “submit.”

After you have successfully completed your NSF Disclosure, you will be redirected to your Master Disclosure.

All Investigators: Other New Functions

To see a record of your disclosures, go to the Conflict of Interest section of the Zot!Portal Research tab, click “Master Disclosure.”

KC COI Email Tips

KC COI Email Notification	Action
Action Item/Action Required	Respond as soon as possible to avoid delays in processing your project(s)
Reminder	Respond if applicable (ex. you need to update your financial interests or your Annual Disclosure is about to expire)

Questions about...

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- **Conflict of Interest?** Contact the COI Team, coioc@research.uci.edu